

## Message Text

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ORIGIN SS-10

INFO OCT-01 ISO-00 CCO-00 SSO-00 NSCE-00 /011 R

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DRAFTED BY: S/S-EX:KDJENKINS:MKWM

APPROVED BY: S/S-EX:KDJENKINS

S - MR. ADAMS

S/S - MR. SPRINGSTEEN

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P 251727Z OCT 74

FM SECSTATE WASHDC

TO AMEMBASSY ANKARA PRIORITY

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EXDIS

FOLLOWING REPEAT STATE 218985 ACTION MOSCOW, OCTOBER 13TH:

QUOTE

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FOLLOWING REPEAT STATE 218985 SENT ACTION NEW DELHI, DACCA,  
ISLAMABAD, TEHRAN, ROME & BUCHAREST DATED 4 OCTOBER 1974:

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E.O. 11652: N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECVISIT: SECRETARIAT (S/S) REQUIREMENTS

THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL  
SUPPORT FOR THE SECRETARY AND HIS STAFF. IT ACTS AS  
THE CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC  
(REQUIREMENTS IN THIS REGARD ARE OUTLINED IN SEPTTEL).

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OTHER S/S RESPONSIBILITIES INCLUDE SCHEDULING, PREPARA-

TION OF BRIEFING MATERIALS FOR THE SECRETARY AND  
COORDINATING ACTIVITIES OF THE PARTY:

1. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF FSO  
PAUL BARBIAN AND SECRETARY ANDA LIDUMS WILL ARRIVE  
ABOARD THE SECRETARY'S AIRCRAFT. AN S/S ADVANCE TEAM  
WILL PRECEDE THE SECRETARY'S ARRIVAL. NAMES AND  
ARRIVAL TIME WILL BE CABLED LATER.

2. ADVANCE TEAM: THE ADVANCE TEAM FUNCTION IS TO  
INSURE THAT ALL REQUIREMENTS FOR THE SECRETARY'S  
VISIT ARE BEING MET. STARTING WITH THE ADVANCE  
TEAM'S ARRIVAL S/S SHOULD BE ASSISTED FULL TIME BY  
AN S/S LIAISON OFFICER. PLEASE CABLE NAME OF LIAISON  
OFFICER, WHO SHOULD MEET ADVANCE TEAM ON ARRIVAL. A  
FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO  
THE TRIP SHOULD BE AVAILABLE TO S/S UPON ARRIVAL OF  
THE ADVANCE TEAM. THIS IS MOST EASILY DONE BY ASKING  
THE C&R TO SLOT EACH CABLE ON THE VISIT FOR S/S.

3. SCHEDULING:

A. THE SECRETARY WISHES TO DEFER TO THE EXTENT POSSIBLE  
TO HIS HOSTS' SUGGESTIONS AND JUDGMENT ON HIS VISIT  
SCHEDULE. WITHOUT PRESSING HOST GOVERNMENTS, POSTS  
SHOULD REPORT SCHEDULING INFORMATION AND SUGGESTIONS AS  
THEY BECOME AVAILABLE.

B. THE FOLLOWING INFORMATION IS PARTICULARLY USEFUL,  
THOUGH POSTS SHOULD BE PATIENT IN OBTAINING IT:

1. TIME AND LOCATION OF PROPOSED MEETINGS AND  
OTHER EVENTS, INCLUDING SUGGESTED PARTICIPANTS ON  
BOTH SIDES.

2. ANTICIPATED PRESS ARRANGEMENTS AND COVERAGE  
FOR ALL EVENTS, INCLUDING ARRIVAL AND DEPARTURE PLANS.

3. DRAFT TEXTS FOR PROPOSED/EXPECTED REMARKS  
FOR THE SECRETARY DURING HIS VISIT.  
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C. APPROXIMATELY 36 HOURS BEFORE SECRETARY'S ETA, POSTS  
SHOULD RECAP ALL SCHEDULING INFORMATION BY IMMEDIATE  
CABLE TO THE SECRETARY'S PARTY.

4. MISCELLANEOUS ARRANGEMENTS:

A. PLEASE FURNISH DRAFT THANK-YOU NOTES FROM THE

SECRETARY TO APPROPRIATE OFFICIALS TO S/S ADVANCE TEAM ON ARRIVAL. USUALLY THESE NOTES ARE TO THE PRIME MINISTER AND FOREIGN MINISTER.

B. LIAISON OFFICER SHOULD CONFIRM IN ADVANCE ARRANGEMENTS FOR TICKERS AND NEWSPAPERS (SEE FOLLOWING):

C. ENGLISH-LANGUAGE TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. POST SHOULD TRY TO ARRANGE FOR MACHINE TO RUN UNATTENDED BETWEEN 2300 AND 0500. PACKAGES SHOULD CONTAIN THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT. PERSON ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH THE FIRST SECRETARIAT OFFICER TO ARRIVE IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES. TEN COPIES OF USIS WIRELESS FILE SHOULD BE MADE AVAILABLE TO S/S BY 0600.

5. ATTENTION IS DRAWN TO S/S REQUIREMENTS FOR DUTY SECRETARIES AND COURIERS OUTLINED IN ADMIN CABLE. KISSINGER UNQTE INGERSOLL UNQUOTE INGERSOLL

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## Message Attributes

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**Capture Date:** 01 JAN 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 25 OCT 1974  
**Decaption Date:** 01 JAN 1960  
**Decaption Note:**  
**Disposition Action:** RELEASED  
**Disposition Approved on Date:**  
**Disposition Authority:** shawdg  
**Disposition Case Number:** n/a  
**Disposition Comment:** 25 YEAR REVIEW  
**Disposition Date:** 28 MAY 2004  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
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**Review Authority:** shawdg  
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**Subject:** SECVISIT: SECRETARIAT (S/S) REQUIREMENTS THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL  
**TAGS:** OVIP, (KISSINGER, HENRY A)  
**To:** MOSCOW  
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